Outreach Sessions Have Started

Outreach for the California Integrated Water Quality System (CIWQS) is well underway. We have conducted outreach sessions at the Regional Water Boards in an effort to inform and educate both water board staff and dischargers on the features and benefits of the new system. To date, outreach sessions have been conducted in all Regions except Tahoe, and the Fresno and Redding branch offices, which are scheduled for the week of February 14, 2005. In all, we have met with more than 250 discharger representatives from around the state. This includes both large and small municipal and industrial dischargers.

While many individuals have posed a variety of questions and some concerns, the majority of participants have appeared to be receptive to electronic reporting.

Moving Ahead

We would like to thank those of you who attended the outreach sessions and would like to remind you that the system will be deployed in a phased progression, so your questions and comments are very important. In March and April 2005, we will conduct targeted sessions that will focus on the key questions identified during the initial outreach efforts. Future scheduling information will be posted in issues of *CIWQS News* and on the web site under the "Outreach Sessions" sidebar.

Please visit the CIWQS web site to submit a question or call 866-79-CIWQS. The questions that were asked during the recent outreach sessions are on the web site under the "Outreach FAQs" sidebar.●

Discharger Questions from the Outreach Sessions

We received some great questions and enjoyed meeting with all of you during the past few months. Some suggestions were also recorded for subsequent versions of the program as well. The most frequently asked questions and popular topics are addressed below. In addition, we have listed many more questions and addressed common topics on the CIWQS web site.

Who will be required to submit self monitoring data electronically?
Under the first planned phase of CIWQS, only individual NPDES permit holders will be required to submit their self monitoring data electronically. This represents approximately 800 dischargers across the state. Subsequent phases will likely address NPDES General Permit holders and Waste Discharge Requirements.

How will we register?
Each individual NPDES permit holder will be required to initially download a registration form from the CIWQS

web site, complete the form for the facilities they wish to register, have one or more authorized representatives sign it, and then send it to the SWRCB CIWQS Help Center. These signed forms will be kept in secure files. Each authorized representative will then be assigned a unique login and password to gain access to the CIWQS. Once registered, the authorized representatives can then register other users onto their account. The SWRCB will be conducting CIWQS training sessions and will provide training to the users on how to login and register using the CIWQS.

What is CIWQS?
The California Integrated Water Quality System (CIWQS) is a new computer system for the State and Regional Water Boards to track information about places of environmental interest, manage permits and other orders, track compliance inspections, and manage violations and enforcement activities. A key component of CIWQS is the electronic Self Monitoring Report (eSMR) module that will allow dischargers to report their required monitoring data electronically via the CIWQS website.

How will the system handle hardware crashes or service downtime?
The CIWQS operational recovery procedures are under development to plan for and document the necessary recovery efforts needed in the event of a disaster or service downtime. We will post these procedures once they are completed.

What technical requirements are necessary?
This application is browser-based. Basically, if you can access web sites, then you can use this system. Internet Explorer 6.0 is recommended. The free PDF reader is required for users to view and print submitted reports.

What are my options for uploading data?
Data may be hand entered directly into the web site (via the "Raw Data" screen) or uploaded in a Electronic Deliverable Format (EDF). Dischargers with only limited monitoring requirements may find the Raw Data screen the most useful mechanism while large quantities of data will likely require the use of EDF file upload. The available options for creating an EDF are discussed in greater detail on page 3 of this Newsletter.

Will we get an electronic receipt that our electronic self monitoring report was submitted on time?
Yes. A confirmation e-mail will be sent as well as a confirmation web page.

How will qualified data be handled in the automated compliance checking?
The CIWQS Team is working on these issues currently and the resolution will be a topic area in a future Newsletter and posted to the CIWQS web site.

What is a LIMS?
Laboratory Information Management Systems: Software packages designed for labs that are used for tracking sample data.

Do you have more questions?
Please submit additional questions at www.waterboards.ca.gov/ciwqs/contactus.html

Dischargers and the CIWQS Team - Working Together

A group of approximately twenty dischargers located throughout the state have volunteered to work with the CIWQS Team in the coming months. The first task will focus on the creation of EDF files from their existing data formats. The results of this process will be captured in a series of case studies that highlight what steps and resource requirements were required to format discharger data into EDF files. We intend to highlight many of the common practices such as exporting EDF files from one or more LIMS, mapping MS Excel files using the Corps of Engineers Loading Tool (COELT), and converting data from a MS Access and other proprietary database systems. Look for the case studies in the coming months.

The second exercise will involve complete testing of the electronic self monitoring reporting submittal process. This will include registration, reviewing requirements, and use of the report builder components. The tests will be with actual discharger data that will be compared against the loaded permit limits. This testing will be a component of the overall User Acceptance Testing of CIWQS.

Proposed Roll-out Schedule For eSMR

As of January 2005, the proposed roll-out schedule is as follows:

♦ August 2005 Monthly Report—Regional Boards 7 and 8
♦ October 2005 Monthly Report—Regional Boards 3 and 9

> Note: August Monthly Report means data collected within the month of August and reported in September.

♦ November 2005 Monthly Report—Regional Boards 1 and 6
♦ Regional Boards 2, 4 and 5 are anticipated to proceed on a month by month basis in late 2005 and early 2006. The anticipated dates for these larger Water Boards will be further defined as the project progresses.

The phased roll-out schedule is necessary to provide sufficient time to accurately load your permit limits into CIWQS and to allow for sufficient time to work with individual dischargers as they initiate use of eSMR.

Visit http://www.waterboards.ca.gov/lyrisforms/swrcb_subscribe.html to join the CIWQS email list!

Submitting Your Analytical Data via eSMR

Submitting your analytical data into eSMR is one of the most important components of CIWQS. With this in mind, the eSMR module was designed to accept several data entry methods. However, no matter the method selected, the CIWQS database needs to be able to understand your data to store it in the appropriate tables. eSMR cannot accept your data unless it conforms to an established format.

A simple way to ensure that your data conforms to the established format is for you to manually enter your data directly into the **eSMR Raw Data page.** Under this approach, eSMR generates a web screen that matches your reporting requirements. A discharger can 1) select the desired monitoring location (i.e., effluent, influent, Outfall 001, etc.), 2) enter the sample date and time, 3) enter the numeric sample results, and 4) provide any required QA/QC notes, data qualifiers, and comments.

The benefit of this approach is that eSMR tells you exactly what is required. A negative is that this approach could be time consuming if you have a lot of data. Therefore, it is anticipated that this data entry method will be most applicable to smaller dischargers or for those entities that want to enter a portion of their data via the Raw Data page as well as upload some in EDF format. See the screen capture below for an example of how this page may look.
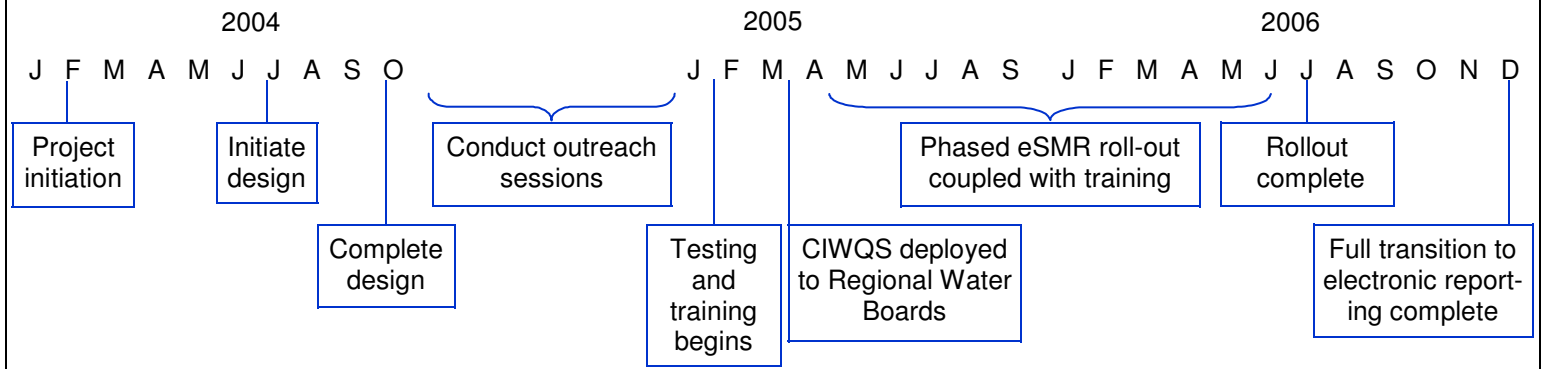
Tool (COELT). COELT is a free software that can be downloaded and installed on your computer. Under the first option **you can manually enter your data directly into the COELT software and then create an EDF-compliant file.** You can then save and subsequently upload your completed EDF file. The data entry process is similar to using the Raw Data page.

Alternatively, you can map your existing data to the COELT format. If you already have your data in Excel or other commercially available spreadsheet software, this may be an option for you. First you will need to organize your spreadsheet into an established format that COELT can understand. This means that your columns are arranged in the appropriate order and the names of pollutants, units, and methods are consistent with established codes (i.e. lead is labeled as Pb, etc.). Once you format your spreadsheet correctly, you use COELT to read your file and convert it to EDF. Formatting your spreadsheet only needs to happen once as you can use the new format as your template.

Some additional items to consider:

♦ We are working with several dischargers to create case studies of these processes. Look for these this spring.

Parameter	Minimum Sampling Frequency	Sample Type	Sample Medium	Result	Units	Analytical Method	Method Detection Limit (Optional)	Non-Detect?	Minimum Level (Optional)	Sample Analysis Date (Optional)	Sample Analysis Time (Optional)	
Copper	Daily	Grab	Soil		mg/L	35465		☐				delete duplicate
Lead	Daily	Grab	Fish Tissue		mg/L	35465		☐				delete duplicate
Zinc	Daily	Grab	Water		mg/L	35465		☐				delete duplicate

If you have a lot of monitoring data, the preferred approach will be to 1) ensure your data adheres the established **Electronic Document Format (EDF)**, 2) browse for and select the file(s) from your computer, and 3) upload the file(s) directly into CIWQS using the EDF tab. EDF files conform to the CIWQS database and therefore can be easily and accurately parsed and stored.

The key to this process is creating an EDF file. If you or your laboratory use a LIMS, you may be able to export the data in an EDF file.

If not, two additional options exist to create an EDF file and both use the U.S. Army Corps of Engineers Loading

♦ Don't be alarmed by the amount of QA/QC data fields in the file format as EDF contains many data fields that will not be required. EDF data requirements will be defined in the coming months.

♦ COELT Code Values and data formats will be prominently displayed on the CIWQS website in the coming months.

♦ Your submission can be comprised of multiple EDF files as well as manual entry via the Raw Data screen.

♦ Additional information about EDF is available from the Arsenault Legg (www.arsenaultlegg.com) and CIWQS web sites.

CIWQS Project Schedule

2004   2005   2006

J F M A M J J A S O   J F M A M J J A S   J F M A M J J A S O N D

- Project initiation
- Initiate design
- Conduct outreach sessions
- Complete design
- Testing and training begins
- CIWQS deployed to Regional Water Boards
- Phased eSMR roll-out coupled with training
- Rollout complete
- Full transition to electronic reporting complete

Calendar of Events

♦ Outreach Sessions
       2/15/2005, Redding
       2/16/2005, South Lake Tahoe
       2/17/2005, Fresno